



**ADDENDUM #2 FOR REQUEST FOR PROPOSAL NO. 25-003  
JANITORIAL SERVICES  
THIS ADDENDUM NO. 2 IS ISSUED: DECEMBER 17, 2024**

The following questions were posed by vendors expressing interest in the Request for Proposal (RFP) issued by OWASA. The purpose of this Addendum No. 2 is to provide responses to those inquiries.

This Addendum No. 2 constitutes a part of the Contract Documents and modifies the original RFP Documents dated December 3, 2024.

Proposers must acknowledge receipt of this Addendum No. 2 in their proposal packages. Failure to do so may result in rejection of your proposal.

**REQUEST FOR PROPOSAL SUBMITTAL DEADLINE**

Proposals will be accepted until Friday, **December 20, 2024, at 3:00 PM ET.**

**QUESTIONS AND ANSWERS**

Question 1:

What is the "cleanable" square footage for each location?

**Answer:**

**We do not have the cleanable square footage information available.**

Question 2:

Who is current provider and how long have they been under contract?

**Answer:**

**The current provider is Anago Cleaning Systems, and they have held the contract for three years.**

Question 3:

What is the current starting wage for the custodians?

**Answer:**

**We are not involved in determining the wages that the contractor pays their custodians. The contractor is responsible for setting and managing wages in accordance with their own policies and applicable labor laws.**

Question 4:

What is the current annual contract amount?

**Answer:**

**The current contracted amount is \$68,640.**

Question 5:

Why is this going out to bid right now?

**Answer:**

**We are going out for bid because our current three-year contract with Anago is set to expire on January 31, 2025.**

Question 6:

What are some of the biggest issues experienced over the last six months on this contract?

**Answer:**

**As part of the procurement process, we are focusing on ensuring the new janitorial contract meets our evolving needs. Our goal is to address any operational challenges and improve overall service delivery moving forward, as laid out in the scope of work.**

Question 7:

What is the current FTE count at each location and what is the total FTE count for this contract?

**Answer:**

**I'm not sure if you're referencing our organization or the janitorial services staff, so I'll answer both. OWASA has over 100 FTEs, and there are currently three custodial workers assigned to this contract.**

Question 8:

Is there a working supervisor that oversees all four locations? Is that preferred?

**Answer:**

**We currently have a supervisor for the current contract, and we would prefer to have a supervisor in place to ensure quality assurance across all four locations.**

Question 9:

Are there any day porters for any of the locations?

**Answer:**

**No, there are currently no day porters assigned to any location.**

Question 10:

What are the most important factors for a contractor to be successful on this contract?

**Answer:**

The most important factors for a contractor to be successful on this contract include:

1. **Consistent Quality of Service – Meeting the cleaning standards outlined in the scope of work.**
2. **Reliable Staffing – Ensuring sufficient, well-trained personnel to complete tasks as scheduled.**
3. **Effective Supervision – Having a working supervisor to oversee operations and ensure quality assurance.**
4. **Clear Communication – Maintaining open and proactive communication with OWASA to address any issues promptly.**
5. **Flexibility – The ability to respond to special requests, such as deep cleaning, in a timely and efficient manner.**

**Correction Statement:**

*Please disregard the current instruction on the reference form that states: "List Three (3) References from chemical facilities previously supplied." The corrected requirement is to provide references from **janitorial services** provided to other companies. A revised form is attached for your convenience.*

End of Addendum

**ATTACHMENT H**

(BIDDER TO COMPLETE AND RETURN WITH BID)

List Three (3) References from chemical facilities previously supplied

**REFERENCE NO. 1 - COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

AMT. OF CONTRACT: \_\_\_\_\_ DATE AND TYPE OF SERVICE \_\_\_\_\_

**REFERENCE NO. 2 - COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

AMT. OF CONTRACT: \_\_\_\_\_ DATE AND TYPE OF SERVICE \_\_\_\_\_

**REFERENCE NO. 3 - COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

AMT. OF CONTRACT: \_\_\_\_\_ DATE AND TYPE OF SERVICE \_\_\_\_\_

**REFERENCE NO. 4 - COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

AMT. OF CONTRACT: \_\_\_\_\_ DATE AND TYPE OF SERVICE \_\_\_\_\_

**REFERENCE NO. 5 - COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

AMT. OF CONTRACT: \_\_\_\_\_ DATE AND TYPE OF SERVICE \_\_\_\_\_